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ABSTRACT

This publication supports publication HEFCE 10/15, "Student Support Funding for Higher Education Institutions 2001-02." It sets out the final allocations for Hardship/Bursary funding and administrative costs for 2001-2002 (Annex A). The document contains guidance noted for the completion of the Access and Hardship monitoring return for 2000-2001 and the Opportunity Bursaries interim return 2001-2002 (Annex B). The report also contains a sample 2000-2001 monitoring return (Annex C) and a discussion of the allocation method for Hardship/Bursary funding (Annex D). A total of 66,643,000 British pounds has been made available for Hardship/Bursary funding in 2001-2002. This has increased by 9,000 pounds from the amount indicated in HEFCE 01/15. Monitoring information is requested from the users of the funds. (SLD)

ED 455 734

August 01/49 Request

Respond by 7 November 2001

Student support funding

Allocations for higher education institutions 2001-02 and monitoring return for 2000-01

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Student support funding: allocations for higher education institutions 2001-02

To	Heads of HEFCE-funded higher education institutions
Of interest to those responsible for	Finance, Student support, Recruitment, Admissions
Reference	01/49
Publication date	August 2001
Enquiries to	Wendy Matthews 0117 931 7018 w.matthews@hefce.ac.uk Hannah Falvey 0117 931 7478 h.falvey@hefce.ac.uk

Executive summary

Purpose

1. This publication supports HEFCE 01/15 'Student support funding for higher education institutions 2001-02'. It sets out the:

- final allocations for Hardship/Bursary funding and administrative costs for 2001-02 (Annex A)
- guidance notes for completion of the Access and Hardship monitoring return 2000-01 and the Opportunity Bursaries interim return 2001-02 (Annex B)
- sample 2000-01 monitoring return (Annex C)
- allocation method for Hardship/Bursary funding (Annex D).

Key points

2. A total of £66,643,000 has been made available for Hardship/Bursary funding in 2001-02. This has increased by £9,000 from the amount published in HEFCE 01/15.

Action required

3. Institutions are reminded that we require final monitoring information by **7 November 2001** on the use of 2000-01 student support funding.

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Background

Hardship/Bursary funding and administrative costs

1. In HEFCE 01/15, 'Student support funding for higher education institutions 2001-02', we committed to providing higher education institutions (HEIs) with at least 90 per cent of the amount of Hardship/Bursary funding in 2001-02 that they received in 2000-01. Overall, for 2001-02 a further £42 million has been provided for student support funding, in addition to the £93 million announced in HEFCE 01/15. However, part of that funding is being routed through separate grants to support childcare and other costs, which are administered by the Students Loan Company. The Department for Education and Skills has also re-balanced the funds allocated for students in HEIs relative to those in further education colleges to ensure greater parity of funding. The net effect of these changes for the funds allocated through HEFCE to HEIs is that there has been some reduction in the amount of funding available. For this reason, HEIs will generally receive the previously guaranteed amount in HEFCE 01/15.

2. The funding for administrative costs (£2,169,050) has been allocated pro rata and represents 2.5 per cent of the allocations for Hardship/Bursary, Fee Waiver and Opportunity Bursary funding.

3. The allocations are listed in Annex A.

Fee Waiver and Opportunity Bursary funding

4. Institutions are reminded that the monitoring data that are to be returned to us by 7 November 2001 will be used to calculate Fee Waiver allocations for 2001-02 and to adjust the Opportunity Bursary allocation for 2001-02. This is to ensure that the funding successfully follows the students. Institutions will receive the allocation for Fee Waiver and any Opportunity Bursary adjustment in January 2002. Institutions are reminded that the submission of late data affects our ability to inform the whole sector about allocations. Please contact us if there will be any difficulties in meeting the deadline.

5. Opportunity Bursary guidance for students entering higher education in 2002-03 will be issued by the Department for Education and Skills shortly to all HEIs with full-time undergraduates in England, and to further education colleges participating in the scheme.

Electronic monitoring return 2000-01

6. The monitoring return request for 2000-01 is designed to collect broadly the same information as last year (1999-2000). But we have sought to address concerns previously raised by HEIs, and to improve validation checks. In HEFCE 01/15 we described the adjustments made to the 2000-01 monitoring return. Complete guidance notes are attached at Annex B. An electronic version of the monitoring return will be sent to institutional contacts in August 2001, for return by 7 November 2001. Note that the return must be completed electronically: returns made only on hard copy will not be accepted. Please contact Hannah Falvey on 0117 931 7478 or send an e-mail to accessmonitoring@hefce.ac.uk if you have any queries about the return, in the first instance.

7. We have made a change to Table 5, which allows institutions to enter the funds used to repay outstanding loans from previous years. This can be up to the amount received in repayments of loans from previous years. See Annexes B and C for more details.

8. The administrative process for submission is as follows. The workbook on disk with a hard copy should be sent to the address given in Annex B, paragraph 4, together with a hard copy of the return, or the workbook can be sent by e-mail to accessmonitoring@hefce.ac.uk. If the workbook is sent by e-mail, a hard copy must still be sent by post. Once the data have been validated and finalised we will send a hard copy back to the HEI. This needs to be signed off by the Director of Finance, or equivalent, and returned to us. The process is described in detail in Annex B.

Carry forward

9. In HEFCE 01/15 we reiterated that HEIs are allowed to carry forward up to 10 per cent of Hardship/Bursary and Fee Waiver funds. If the

institution wishes to carry forward more than 10 per cent of its allocation please contact us to discuss the matter.

Institutional contacts for student support

10. In circular letter 01/01 we asked institutions to nominate a contact for student support issues. We had a good response to this request but some institutions have still not nominated a contact. The monitoring disk for 2000-01 will be sent to the named contacts that have been provided, or, as a default, the director of finance or equivalent. If you have not already done so, please send contact details to hardshipfunds@hefce.ac.uk, giving the name, job title, postal address, direct line and e-mail address.

Useful publications

11. A guide to good practice titled 'The Management of Student Administration' has been produced by the UK Value for Money Steering Group. The guide has been published as HEFCE 01/27 and costs £15. Copies can be requested from a.poplosk@hefce.ac.uk. Its executive summary and self-assessment questions can be downloaded from our web-site at www.hefce.ac.uk under 'Publications'.

12. In HEFCE 00/28 we announced that we would undertake an audit of the management of student support funds at a sample of institutions. This work has been completed and, in order to disseminate good practice, we will produce a self-help guide for managers and staff in HEIs that draws on the findings of the auditors. The guide will be published on the HEFCE web-site under 'Good practice'.

Annex A

Final allocations for Hardship/Bursary and administrative funding 2001-02 in £s

Universities	Hardship/Bursary Funds allocation				Administrative costs allocation
	FE	UG	PG	Total	
Anglia Polytechnic University	1,794	817,175	35,693	854,662	27,205
Aston University	0	242,721	35,856	278,577	8,261
University of Bath	0	219,889	51,999	271,888	7,590
Birkbeck College	0	70,562	50,690	121,252	8,044
University of Birmingham	0	718,463	183,290	901,753	26,521
Bournemouth University	0	411,588	34,256	445,844	12,350
University of Bradford	0	381,058	36,849	417,907	12,899
University of Brighton	0	703,123	52,545	755,668	20,638
University of Bristol	0	383,203	158,026	541,229	14,620
Brunel University	2,115	550,413	94,476	647,004	17,928
University of Cambridge	0	396,414	181,617	578,031	16,024
University of Central England	25,049	763,855	83,160	872,064	31,966
University of Central Lancashire	11,203	1,441,660	36,935	1,489,797	42,330
City University	0	190,526	76,500	267,026	7,335
Coventry University	3,773	609,381	30,861	644,015	19,771
De Montfort University	74,254	1,235,013	106,144	1,415,411	43,163
University of Derby	177,192	747,180	18,589	942,961	26,944
University of Durham	0	463,229	92,449	555,678	15,520
University of East Anglia	0	383,195	81,916	465,111	12,865
University of East London	92	1,058,390	61,804	1,120,286	31,874
University of Essex	0	222,659	35,010	257,669	7,330
University of Exeter	0	383,388	97,329	480,717	13,198
Goldsmiths College	577	382,458	74,650	457,685	14,116
University of Greenwich	0	950,220	66,877	1,017,097	29,489
University of Hertfordshire	3,729	891,393	52,639	947,762	27,715
University of Huddersfield	10,915	673,567	67,400	751,882	22,090
University of Hull	0	624,114	55,508	679,622	21,034
Imperial College	0	254,811	168,792	423,603	11,595
Keele University	0	227,725	108,117	335,842	9,443
University of Kent at Canterbury	0	380,667	35,199	415,866	13,085
King's College London	0	523,810	126,700	650,510	17,865
Kingston University	777	591,163	51,081	643,022	18,272
Lancaster University	2,367	367,271	76,323	445,961	12,810
University of Leeds	0	906,899	179,267	1,086,166	32,029

Universities	Hardship/Bursary Funds allocation				Administrative costs allocation
	FE	UG	PG	Total	
Leeds Metropolitan University	12,052	873,194	49,230	934,475	28,300
University of Leicester	0	329,516	121,386	450,902	12,923
University of Lincoln	0	699,023	28,171	727,194	21,967
University of Liverpool	0	562,376	83,922	646,298	20,301
Liverpool John Moores University	189	952,481	43,741	996,410	31,544
London Guildhall University	28,797	884,470	38,287	951,555	27,564
Loughborough University	5,536	424,665	36,696	466,898	13,469
University of Luton	0	532,676	11,520	544,196	17,400
University of Manchester	0	701,932	197,746	899,678	25,647
UMIST	0	196,682	53,445	250,127	7,367
Manchester Metropolitan University	4,223	1,426,070	180,369	1,610,662	47,775
Middlesex University	2,905	1,377,998	94,997	1,475,900	43,550
University of Newcastle upon Tyne	0	469,025	118,014	587,039	16,825
University of North London	19,227	1,141,643	53,536	1,214,406	35,390
University of Northumbria at Newcastle	526	857,934	65,255	923,715	27,695
University of Nottingham	0	431,344	120,171	551,515	16,624
Nottingham Trent University	51,407	940,404	89,810	1,081,621	31,245
Open University	0	902,488	90,545	993,033	243,037
University of Oxford	0	414,658	164,790	579,448	16,277
Oxford Brookes University	1,659	512,647	47,835	562,141	15,508
University of Plymouth	0	1,097,751	45,833	1,143,584	32,198
University of Portsmouth	40,267	718,568	60,112	818,947	23,178
Queen Mary, University of London	0	379,455	85,058	464,513	13,167
University of Reading	0	367,322	85,711	453,033	12,508
Royal Holloway, University of London	0	182,253	54,707	236,960	6,627
University of Salford	41,585	843,098	61,333	946,017	27,554
University of Sheffield	0	784,263	170,360	954,623	27,209
Sheffield Hallam University	3,100	1,222,301	102,869	1,328,270	41,485
University of Southampton	2,035	596,503	99,056	697,594	19,913
South Bank University	15,406	1,209,945	113,155	1,338,506	38,644
Staffordshire University	4,564	888,764	50,698	944,026	28,209
University of Sunderland	1,500	849,272	47,460	898,232	29,375
University of Surrey	0	159,481	52,929	212,410	6,137
University of Surrey Roehampton	0	495,231	45,646	540,877	14,478
University of Sussex	0	419,486	55,394	474,880	18,053
University of Teesside	7,983	604,414	39,883	652,280	20,021
Thames Valley University	32,958	960,357	28,971	1,022,286	28,045
University College London	0	476,943	178,897	655,840	17,982
University of Warwick	0	385,657	130,836	516,493	14,456

Universities	Hardship/Bursary Funds allocation FE	UG	PG	Total	Administrative costs allocation
University of West of England, Bristol	2,102	933,707	97,693	1,033,502	29,676
University of Westminster	0	887,136	90,967	978,103	28,843
University of Wolverhampton	0	1,296,056	57,126	1,353,182	40,845
University of York	0	358,150	71,177	429,327	11,867

General colleges	Hardship/Bursary Funds allocation FE	UG	PG	Total	Administrative costs allocation
Bath Spa University College	0	269,812	39,694	309,506	8,311
Bolton Institute of Higher Education	1,455	491,256	44,670	537,382	16,437
Buckinghamshire Chilterns University College	1,621	345,455	9,312	356,388	10,040
Canterbury Christ Church University College	776	345,230	83,326	429,332	11,620
Cheltenham and Gloucester College of HE	3,461	409,586	33,201	446,249	12,291
Chester College of Higher Education	0	193,402	10,885	204,287	5,835
University College Chichester	0	298,295	20,255	318,550	8,534
Edge Hill College of Higher Education	0	375,938	42,149	418,087	11,970
King Alfred's College, Winchester	0	209,839	13,680	223,519	6,382
Liverpool Hope	12,725	369,172	37,169	419,066	12,803
University College Northampton	2,491	525,710	22,559	550,760	15,929
College of Ripon & York St John	0	200,503	19,798	220,291	6,153
St Mary's College	0	122,199	14,887	137,086	3,811
Southampton Institute	11,579	757,275	25,711	794,565	22,362
University College Worcester	910	269,568	23,703	294,181	8,583

Specialist colleges	Hardship/Bursary Funds allocation FE	UG	PG	Total	Administrative costs allocation
Bishop Grosseteste College	0	55,727	3,118	58,845	1,774
Arts Institute at Bournemouth	20,537	96,006	108	116,650	3,381
Institute of Cancer Research	0	0	3,840	3,840	500
Central School of Speech and Drama	945	31,342	15,041	47,328	1,481
Conservatoire of Dance and Drama	0	13,005	1,289	14,294	500
Cranfield University	0	36,419	95,303	131,722	3,624
Cumbria College of Art & Design	8,732	65,103	66	73,901	2,156
Dartington College of Arts	0	45,142	1,300	46,442	1,459
Institute of Education	0	5,667	139,012	144,679	3,693
Falmouth College of Arts	2,419	103,020	5,329	110,769	3,379
Harper Adams University College	597	50,777	4,192	55,565	1,690
Kent Institute of Art & Design	10,853	110,860	1,556	123,269	4,288

Specialist colleges	Hardship/Bursary Funds allocation FE	UG	PG	Total	Administrative costs allocation
University of London Institutes and Activities)	0	9,338	16,837	26,175	944
London Business School	0	0	21,270	21,270	541
London School of Economics & Political Science	0	78,243	61,802	140,045	3,836
London School of Hygiene & Tropical Medicine	0	0	17,633	17,633	500
The London Institute	264,992	584,049	35,201	884,242	26,111
Newman College	0	106,862	4,804	111,666	3,115
Northern School of Contemporary Dance	1,250	11,506	0	12,756	603
Norwich School of Art & Design	7,557	61,431	1,207	70,196	2,119
School of Oriental and African Studies	0	146,222	37,292	183,514	4,939
School of Pharmacy	0	22,575	5,867	28,442	1,002
Ravensbourne College	3,295	51,411	230	54,936	1,674
RCN Institute	0	22,944	2,839	25,783	934
Rose Bruford College	0	35,080	1,105	36,185	1,198
Royal Academy of Music	0	24,655	19,117	43,772	1,391
Royal Agricultural College	0	15,205	2,837	18,042	500
Royal College of Art	0	0	143,863	143,863	3,653
Royal College of Music	0	29,886	10,595	40,481	1,307
Royal Northern College of Music	0	18,332	6,928	25,260	921
Royal Veterinary College	0	31,020	7,212	38,232	1,250 St
St George's Hospital Medical School	0	66,357	7,603	73,960	2,157
College of St Mark & St John	0	247,612	21,563	269,175	7,115
St Martin's College	0	396,896	43,197	440,093	11,747
The Surrey Institute of Art & Design University College	10,901	138,247	1,559	150,707	4,208
Trinity & All Saints	0	189,753	21,007	210,760	5,803
Trinity College of Music	0	18,256	5,774	24,030	890
Wimbledon School of Art	2,327	39,945	2,104	44,376	1,406
Writtle College	21,002	75,633	925	97,560	2,757
Transferred to the Teacher Training Agency	0	0	103,027	103,027	2,616
Total	**982,286**	**58,132,286**	**7,528,429**	**66,643,000**	**2,169,050**

Annex B

Guidance notes for completing the Access and Hardship monitoring return 2000-01 and the Opportunity Bursaries interim return 2001-02

Introduction

1. We require institutions to provide information on the following:

a. The use of Hardship Funds, Fee Waiver Funds and Mature Student Bursary Funds in 2000-01. This was requested in HEFCE 00/28 'Hardship Funds for higher education institutions 2000-01' and in HEFCE 01/15 'Student support funding for higher education institutions 2001-02'.

b. An interim return on Opportunity Bursaries for 2001-02. This was requested in HEFCE 01/15 'Student support funding for higher education institutions 2001-02'.

2. Both returns should be made simultaneously, in the Excel workbook on the disk provided, and according to the guidance below. The tables on the disk are reproduced at Annex C.

3. We will use data collected on these returns to allocate funds in 2001-02. It is important that data are accurate and returned on time so that we can calculate allocations for payment in January 2002. If institutions are unable to return data on time, for whatever reason, they should contact us as soon as possible before 7 November 2001.

Returns

4. The disk, with a printout of all the worksheets in the workbook, should be returned by 7 November 2001 to the following address:

Hannah Falvey
Hardship Funds Monitoring Returns
ASG
HEFCE
Northavon House
Coldharbour Lane
BRISTOL
BS16 1QD

5. Disks should be virus checked before being returned to us. Institutions should take a back-up copy before returning the disk, in case data are corrupted in transit.

6. Workbooks should be returned with the same name as the workbook originally supplied. For example, if the workbook supplied on disk was originally named MON0000.xls, then the workbook returned on disk should be named MON0000.xls.

7. An e-mail submission of the monitoring return may be made to accessmonitoring@hefce.ac.uk, but a printout must still be sent to the above address. The subject field of the e-mail should include the name of the institution.

8. If there are problems in using the disk or for further guidance please contact Hannah Falvey (tel 0117 931 7478) or e-mail accessmonitoring@hefce.ac.uk.

Contact details and signing-off

9. The contact details of the person filling in the survey should be entered in the Table 6 worksheet in the space provided.

10. Once the workbook has been returned to us, we will make any queries we have about the data and then send a printout of the workbook with any amendments and a final confirmation sheet to the contact named on the Table 6 worksheet. The Director of Finance (or a senior member of the management team) will be required to sign and date the confirmation sheet to confirm that the information returned on the printout is consistent with the information held in the institution's accounting system in respect of the period 1 September 2000 to 31 August 2001, and is reconcilable with the information shown in the financial statements for the year ending 31 July 2001. We reserve the right to subsequently ask for sight of the relevant reconciliation if our enquiries are not satisfactorily resolved.

11. So that we can finalise the outstanding allocations for 2001-02, the deadline for this confirmation is tight. We will send out printouts and confirmation sheets as soon as data have passed validation and any queries have been answered, and will expect the signed off confirmation sheets back within 10 working days. We may give less time than this if data are returned to us after the deadline of 7 November without prior agreement.

12. Although the data do not need to be signed off until we return a printout of the workbook to institutions, we expect the data that are returned by 7 November 2001 to be accurate, and the tables completed according to the guidance in this annex.

Data used in allocations for 2001-02

13. There are three further allocations to be calculated in 2001-02. These are the allocation of the Fee Waiver Fund for 2001-02, the adjustment to the initial allocation of Opportunity Bursaries for 2001-02 and the allocation of any returned funds from 2000-01.

14. We will allocate the Fee Waiver Fund for 2001-02 using data returned on Table 2b of the Access and Hardship monitoring return 2000-01, as described in paragraph 49 below. The allocation for individual institutions will be based on the number of Fee Waivers awarded at each institution in 2000-01 as a proportion of the total Fee Waivers awarded at all institutions in 2000-01. The Fee Waiver Fund for 2001-02 is described in more detail in HEFCE 01/15.

15. We will calculate the final allocation of Opportunity Bursaries for 2001-02 using the data returned in the Opportunity Bursary interim return 2001-02, described in paragraphs 29 to 35 below. The initial allocation of Opportunity Bursaries can be found in HEFCE 01/15.

16. The relevant publications have been sent to institutions; they can also be found on the HEFCE web-site, www.hefce.ac.uk, under 'Publications'.

Workbook notes

17. The returns are collected on disk in an Excel workbook, saved in Excel 97, called MON____.xls, where the suffix identifies the institution by its HESA code. The workbook contains nine worksheets, each with the same suffix as the workbook, described below.

18. If institutions have no data to return in a particular table, for example if they did not award any Fee Waivers or Mature Student Bursaries, then the table should be left blank (as on the original disk) and returned with the completed tables. Do not delete any tables that are not relevant to the institution.

Name of worksheet	Description
OB____	Opportunity Bursaries 2001-02 interim return 31 October 2001
T1____	Table 1 – Mature Student Bursaries end of year return
T2a____	Table 2a – Payments for hardship (including payments made as loans, excluding payments for part-time Fee Waivers and Mature Student Bursaries)
T2b____	Table 2b – Payments for Fee Waivers – part-time undergraduate students only
T3____	Table 3 – Reason for payment for hardship (including payments made as loans, excluding payments for part-time Fee Waivers and Mature Student Bursaries)
T4____	Table 4 – Loans for repayment
T5____	Table 5 – Periodic information and interest earned (all funds – Hardship Fund, Fee Waiver Fund, and Mature Student Bursary Fund)
T6____	Table 6 – Summary
Validation	(Information for use in other worksheets only)

19. Below is an example of how the worksheets are laid out. The separate worksheets are accessed by clicking on the tab at the bottom of the screen. The name of the worksheet is displayed on the tab.

20. The data returned on these disks will be loaded into a database containing all institutions and used for analysis. We have already inserted the following information into each institution's workbook (in the Validation worksheet): the carried forward funds from 1999-2000; the 2000-01 Hardship Fund allocation; the 2000-01 Fee Waiver Fund allocation; the 2000-01 Mature Student Bursaries allocation (initial plus second allocation); the Mature Student Bursaries initial allocation returned mid-year; and the initial 2001-02 Opportunity Bursaries allocation. This will be used to automatically reconcile the figures entered by institutions and calculate unspent funds.

21. Cells in the worksheets that are highlighted in grey are protected, and institutions will not be able to enter data in them. These cells contain totals that are calculated in the tables or data taken from another worksheet and automatically inserted.

22. Each worksheet contains a number of validation checks, described in paragraphs 66 to 96. These are designed to reduce input error and highlight any inconsistencies between tables. Institutions should ensure that all validation checks are passed before the disk is returned. If a validation failure cannot be resolved, institutions should contact us.

23. The workbook is saved in Excel 97, so that validation features not found in earlier versions of Excel can be used. It will not be possible to open the workbook in a version of Excel earlier than Excel 97. Institutions should contact us if they do not have Excel 97 or a later version of Excel.

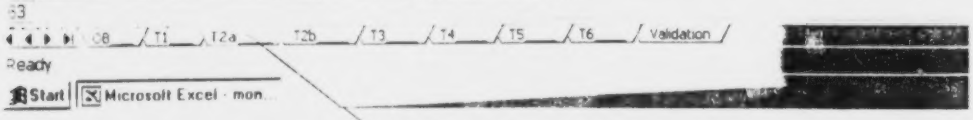
24. Institutions are advised to make a back-up copy of the blank files before editing them.

25. All values should be entered to no more than two decimal places, unless otherwise stated in the individual table descriptions. Values entered to more than two decimal places will cause a validation failure. All values should be numeric and any cells which are not relevant to the institution should be

			Age (years) at time of payment					
			Under 21		21-24		25 and ov	
Level	Mode		Number of successful applicants	Payments made (£)	Number of successful applicants	Payments made (£)	Number of successful applicants	Pay mai
Undergraduate	Full-time		0 00	0 00	0 00	0 00	0 00	
	Part-time		0 00	0 00	0 00	0 00	0 00	
Postgraduate	Full-time		0 00	0 00	0 00	0 00	0 00	
	Part-time		0 00	0 00	0 00	0 00	0 00	
Further Education	Full-time		0 00	0 00	0 00	0 00	0 00	
	Part-time		0 00	0 00	0 00	0 00	0 00	
	Total		0 00	0 00	0 00	0 00	0 00	

Table 2a(ii) - Bursary schemes through the Hardship Fund (a subset of the data in the above table and excluding

	Number of successful applicants	Payments made (£)
Total	0 00	0 00



Click on these tabs to open the worksheet you want to fill in.

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left containing a zero (in other words, the value should be left as '0.00' and not changed to 'nil', 'N/A' or a blank value).

26. All values, in all the tables, are displayed to two decimal places, but the actual value entered can still be seen in the formula bar of Excel, shown below.

27. Note that we are not collecting any information about the use of the running cost allocation for 2000-01 on this return.

Clarifications to the guidance

28. Institutions will be informed of any clarifications to the guidance via e-mail. The e-mail address used will be the e-mail address of the institutional contact that was sent to us in response to the request in HEFCE circular letter 01/01 'Student support funding'. It is therefore essential that the institutional contact details are correct. If the contact details have not yet been sent to us, or the contact details have changed, please e-mail the new details to hardshipfunds@hefce.ac.uk.

Opportunity Bursaries 2001-02 interim return 31 October 2001

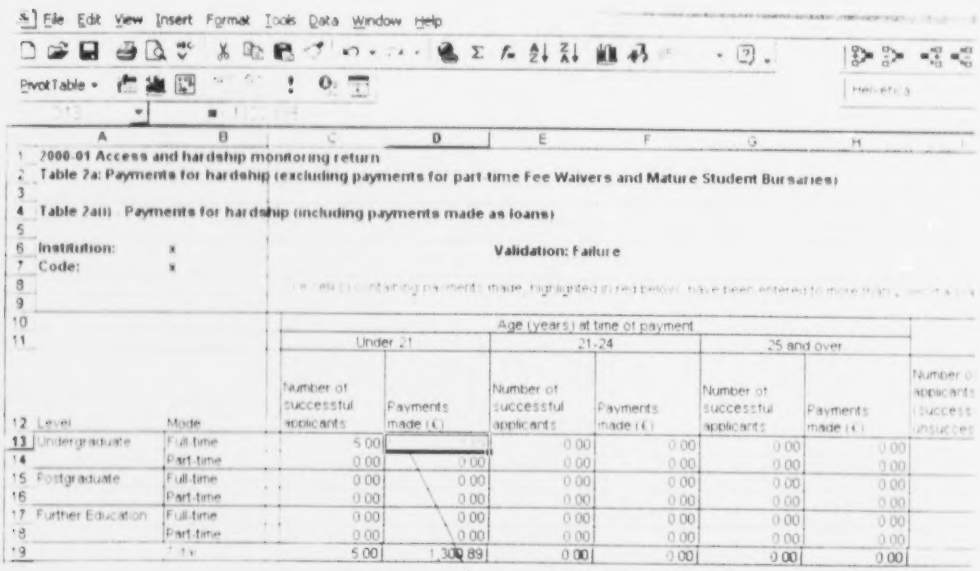
29. The table in the 'OB____' worksheet asks for details of numbers of students who have been awarded an Opportunity Bursary by 31 October 2001. We request that the information is broken down into whether the student is from:

- an Excellence in Cities (EiC) area
- an Education Action Zone (EAZ) within a non-EiC area, or
- neither an EiC area nor an EAZ.

Below is a more detailed description of each column in the table.

Column 1 – Number of Opportunity Bursaries initially allocated by HEFCE for 2001-02

30. This column is automatically filled in and shows, in total, the initial number of Opportunity Bursaries awarded by the HEFCE.



Number as entered in the cell

Number is displayed to two decimal places

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Column 2 – Number of students awarded Opportunity Bursaries by 31 October 2001 who are attending this institution in 2001-02

31. In this column, institutions should enter the number of students to whom an Opportunity Bursary has been awarded by 31 October 2001, for students starting between 1 September 2001 and 31 July 2002 inclusive, in each of the three categories. Gap year students should be returned in the year that they commence study. The total is calculated automatically. The numbers entered should include students who were offered an Opportunity Bursary by your institution and took up an offer of a place at your institution for 2001-02, and students who were offered an Opportunity Bursary at a different institution and took up a place at your institution for 2001-02.

32. Only students who have been awarded Opportunity Bursaries from the initial Opportunity Bursary Fund allocation of any institution should be returned here. If the Opportunity Bursary was awarded from the Hardship/Bursary Fund allocation, they should not be recorded here.

33. Numbers entered should be whole numbers only.

Column 3 – Funds required to make payments to students in 2001-02

34. The values in this column are calculated automatically and are £1,000 times the numbers returned in Column 2. The total is the actual amount of funds required to pay each Opportunity Bursary award holder who has been awarded an Opportunity Bursary by 31 October 2001.

Column 4 – Adjustment to initial allocation from the Opportunity Bursaries Fund

35. The total in this column is calculated automatically in the table and is the difference between the initial allocation from the Opportunity Bursary Fund, which was published in HEFCE 01/15 and paid to institutions in August 2001, and the funds required to make payments to students in 2001-02, calculated in Column 3. Any adjustment will be paid to institutions in January 2002, subject to a verification comparison across institutions. If the adjustment is negative, we will deduct the funds from the January 2002 Hardship Fund payment.

Hardship Fund, Fee Waiver Fund and Mature Student Bursary Fund end of year monitoring return 2000-01

36. Tables 1 to 6 are based on the monitoring forms in HEFCE 00/28 'Hardship Funds for higher education institutions 2000-01', and relate to funds paid to students in that year from the funds available for 2000-01.

Table 1 – Mature Student Bursaries end of year return

37. Table 1 collects information on the number of, and payments made for, all Mature Student Bursaries, in 2000-01. The data returned should include all payments made as Mature Student Bursary payments, whichever fund they were made from.

Column 1 – Total allocation (first payment plus any top-up minus any funds returned mid-year)

38. This column is automatically completed and contains the initial allocation from the Mature Student Bursary Fund which was notified in HEFCE circular letter 09/00 'Funding for Mature Student Bursaries', plus the second allocation notified in HEFCE circular letter 01/01 'Student support funding'. Where institutions have returned funds, this will be taken away from the total.

Column 2 – Bursaries awarded (from the Mature Student Bursaries Fund or the Hardship/Fee Waiver Funds)

39. This column collects information on the number of bursaries awarded and the total amount paid out in bursaries. The number of bursaries should be entered as a whole number.

Column 3 – Difference between allocation for and spend on Mature Student Bursaries

40. This column is for information only and shows the difference in the amount spent on bursaries and the allocation from the Mature Student Bursary Fund.

Table 2a – Payments for hardship (excluding payments for part-time Fee Waivers and Mature Student Bursaries)

41. The worksheet labelled 'T2a____' contains two tables collecting information on payments made for hardship. All payments made for hardship, whichever fund they were made from, should be recorded here. Payments made as loans should be included (see paragraphs 46 and 47 below). Numbers of successful applicants should be returned as whole numbers.

42. Where an institution does not have the data broken down by age group, level of study and/or mode of study, they should contact us for advice.

Description of applicants

43. For the purposes of this return, applicants are individual students who have received money from the funds. Each applicant should be returned only once. For example, if a student applied to the fund twice in one year and received £200 each time, then they should be returned as one student with a £400 payment. This approach has been adopted as it is the most consistent. Institutions who record students on their system more than once should be able to aggregate all records for one student. If an institution is unable to record students in this way, they should contact us for advice.

Table 2a(i) – Payments for hardship (including payments made as loans)

44. Table 2a(i) collects details of the number of students successfully applying for funds and the total payments made to successful applicants for hardship. The data are collected by the age group of the applicant (under 21, 21 to 24, or 25 and over), level of study (undergraduate, postgraduate or further education) and mode of study (full-time or part-time). Details of all payments should be included, except payments for part-time Fee Waivers and Mature Student Bursaries.

45. The total number of applicants (successful plus unsuccessful) is collected by mode and level of study only; the figure returned in this column must be greater than or equal to the number of successful applicants for each mode and level of study.

Payments made as loans

46. All payments made as loans in 2000-01 should be included in Table 2a(i), whether they are repaid or not. Where loans that have been returned on Table 2a(i) are subsequently converted to Hardship Fund payments, both the original payment made as a loan and the subsequent payment made from the Hardship Fund which effectively paid off the loan should be included – in other words, the award is returned twice, once as a loan, once as a payment.

47. Recording payments in this way may result in the total payments in Table 2a(i) being greater than the total that was actually paid out. However, as details of loans paid and repaid are captured on later tables, the summary tables will show the actual total disbursed.

Table 2a(ii) – Bursary schemes through the Hardship Fund (a subset of Table 2a(i) and excluding Mature Student Bursaries)

48. Table 2a(ii) collects the total number of successful applicants and payments made for bursaries other than Mature Student Bursaries. The data returned here are a subset of the data returned in Table 2a(i).

Table 2b – Payments for Fee Waivers – part-time undergraduate students only

49. Table 2b collects the number of successful applicants and payments made to part-time undergraduates as Fee Waivers. The data are collected by age group and also by the reason for the Fee Waiver. Applicants should be returned under job-loss if they had their fees waived because they lost their job during the course of their study; and returned under benefits/low income if they had their fees waived because they were receiving benefits or because they were on a low family income. The data returned should include all payments made as Fee Waivers, whichever fund they were made from.

50. Numbers of successful applicants should be returned as whole numbers.

Table 3 – Reason for payment for hardship (including payments made as loans, excluding payments for part-time Fee Waivers and Mature Student Bursaries)

51. Table 3 collects the number of successful applicants and payments made for hardship, by the reason for payment. The number of successful applicants and payments made in total across all reasons should be equal to the number of successful applicants and payments made in total returned on Table 2a(i).

52. Data can either be returned against a single primary reason for payment or, if significant payment was made for more than one reason and institutions wish to reflect this, split proportionally between reasons. For example, if a student was given a payment of £500 to cover accommodation, transport and books, and the proportion for books was relatively small, then the applicant and the total payment made can be split between accommodation and transport only. If the proportions in the three reasons were 50 per cent for accommodation, 40 per cent for transport and 10 per cent for books, then under number of successful applicants, 0.55 could be entered in accommodation and 0.45 in transport. Under payments made, £275 could be entered under accommodation and £225 under transport.

53. Where the reason for payment is not included in the list of reasons for payment, the student should be recorded under 'Other or unspecified hardship'. They should also be recorded under 'Other or unspecified hardship' if the reason for payment has not been recorded.

Table 4 – Loans for repayment

54. Table 4 collects details of loans paid from the funds in 2000-01, loans repaid within 2000-01, and loans repaid from previous years. The data are broken down into loans made to students without a loan cheque from the Student Loans Company (SLC) and loans made for other reasons. Loans repaid from previous years will be included in Tables 5 and 6 as funds available for 2000-01.

55. The numbers of successful applicants should be returned as whole numbers.

Loans converted to Hardship Funds payments

56. Loans that have been converted to Hardship Funds should be included in Table 4. They should be recorded the same way as loans that have been paid out and repaid. The repayment will effectively have come from the Hardship Fund.

Table 5 – Periodic information and interest earned (all funds – Hardship Fund, Fee Waiver Fund and Mature Student Bursary Fund)

57. Table 5 collects information broken down by period of payment of funds by the HEFCE. The rows containing funds allocated by the HEFCE, Mature Student Bursaries initial allocation returned mid-year, and funds brought forward from 1999-2000 will be completed automatically using data from the Validation worksheet; the rows containing loans repaid from previous years and within year will be taken from the data entered in Table 4.

58. There are four rows which require institutions to enter data:

- funds used to repay outstanding loans from previous years (described in more detail in paragraph 61 below)
- interest earned, which collects the amount of interest earned on all funds in 2000-01
- funds paid to students, which is equal to the total funds paid to students as Mature Student Bursaries returned on Table 1, plus total funds paid to students for hardship returned on Table 2a(i), plus the total funds paid to students as Fee Waivers returned on Table 2b
- interest used to defray audit costs, train staff or publicise funds. The amount returned in total in this row should be less than or equal to the interest earned in total.

59. The rows are grouped into 'Available funds for 2000-01' and 'Funds disbursed during 2000-01'. The total available funds in 2000-01 are calculated by summing the funds allocated by the HEFCE,

loans repaid from previous years, funds brought forward from 1999-2000 and interest earned; and taking away the Mature Student Bursaries initial allocation returned mid-year and funds used to repay outstanding loans from previous years.

60. The total funds disbursed in 2000-01 are calculated by summing funds paid to students, interest used to defray audit costs, train staff or publicise funds, and taking away loans repaid within year.

Funds used to repay outstanding loans from previous years

61. Funds used to repay outstanding loans from previous years must be no greater than loans repaid from previous years.

Table 6 – Summary

62. Table 6 contains a summary of payments made by the institution, taken from Tables 1 to 5, and compares them to available funds. There is only one cell in this table that institutions need to complete, which is the amount of funds that the institution wishes to carry over to 2001-02. For 2001-02 this must be no greater than 10 per cent of the total income for 2000-01 (funds allocated for 2000-01 plus funds carried over from 1999-2000, plus interest earned during 2000-01 plus loans repaid from previous years, minus Mature Student Bursaries initial allocation returned mid-year, minus funds used to repay outstanding loans from previous years).

63. The corresponding amount of any unspent funds that the institution is not carrying over to 2000-01 will be calculated automatically in the table. We will reclaim these funds by deducting them from the January 2002 Hardship/Bursary Fund payment. If there has been overspend in 2000-01, the funds to be reclaimed will be set to £0.

64. The contact name, telephone number and e-mail address of the person to contact with any queries about the return should be returned in this worksheet. If no contact details are entered, the institutional contact for student support funding will be contacted with any queries.

Validation worksheet: information for use in other worksheets

65. Institutions should not enter data in this worksheet. It contains the allocations given to individual institutions, which are used in the other worksheets for automatic validation and calculations.

Validation checks

66. Each worksheet contains a number of validation checks. These are to ensure that information is consistent across workbooks and errors are identified before the data are returned, so that institutions can make any appropriate corrections. If an error or inconsistency is detected in a worksheet once it has been completed, a message reading Validation: Failure will appear above the table. Where the data are entered to more than the level of precision required, the value will turn red and a warning will appear above the table. For other validation failures, the error will be described in more detail below the table. This should provide enough information to revise the data causing the error, or point to the worksheet that the data are inconsistent with. The checks contained in each worksheet are described in more detail below.

67. Note that for some tables, the validation checks will appear to have failed before the table has been completed. This is because some of the validation checks compare data between tables. Therefore, apart from the check on the number of decimal places entered, validation checks are only meaningful once the table has been fully completed.

Opportunity Bursaries 2001-02 interim return

68. The number of students awarded Opportunity Bursaries by 31 October 2001 will be checked to ensure that only whole numbers have been entered. Where the number is not whole, the value entered will turn red and a warning will appear above the table.

Table 1

69. The number of bursaries awarded will be checked to ensure that only whole numbers have been entered. Where the number is not whole, the value entered will turn red and a warning will appear above the table.

70. The amount awarded in bursaries will be checked to ensure that values are entered to no more than two decimal places. Where the value has been entered to more than two decimal places, the value will turn red and a warning will appear above the table.

Table 2a(i) and 2a(ii)

71. In Table 2a(i), the number of applicants, successful plus unsuccessful, must be greater than or equal to the number of successful applicants, by mode and level of study. If the number of successful plus unsuccessful applicants is less than the number of successful applicants, a message will be shown below the table, indicating for which mode and level of study there is a validation failure, in validation check 1.

72. In Table 2a(ii), the number of successful applicants for bursary schemes in total, must be less than or equal to the number of successful applicants for hardship in total, returned in Table 2a(i). If they are greater, a message will appear below the tables, in validation check 2.

73. In Table 2a(ii), the payments made for bursary schemes in total must be less than or equal to the payments made for hardship in total, returned in Table 2a(i). If they are greater, a message will appear below the tables, in validation check 3.

74. The numbers of applicants returned in Tables 2a(i) and 2a(ii) will be checked to ensure that only whole numbers are entered. If a number is entered that is not whole, the value will turn red and a warning will appear above the table.

75. The values entered for payments made in Tables 2a(i) and 2a(ii) will be checked to ensure that they are to no more than two decimal places. If values are entered to more than two decimal places, the value will turn red and a warning will appear above the table.

Table 2b

76. The numbers of successful applicants will be checked to ensure that only whole numbers are entered. If a number is entered that is not whole, the value will turn red and a warning will appear above the table.

77. The values entered for payments made will be checked to ensure that they are to no more than two decimal places. If values are entered to more than two decimal places, the value will turn red and a warning will appear above the table.

Table 3

78. The total number of successful applicants must match the total number of successful applicants that were returned on Table 2a(i). If they are not equal, a warning will appear below the table in validation check 1.

79. The total payments made must match the total payments made that were returned on Table 2a(i). If they are not equal, a warning will appear below the table in validation check 2.

80. The numbers of successful applicants will be checked to ensure that the value is entered to no more than two decimal places. If a number is entered to more than two decimal places, the value will turn red and a warning will appear above the table.

81. The values entered for payments made will be checked to ensure that the value is entered to no more than two decimal places. If values are entered to more than two decimal places, the value will turn red and a warning will appear above the table.

Table 4

82. The total payments made as loans must be less than or equal to the total payments returned on Table 2a(i). If they are greater, a message will appear below the table in validation check 1.

83. The total number of successful applicants must be less than or equal to the total number of applicants returned on Table 2a(i). If they are greater, a message will appear below the table in validation check 2.

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84. The total amount repaid within year must be less than or equal to the amount paid out. If it is greater, a message will appear below the table in validation check 3.

85. The numbers of successful applicants will be checked to ensure that only whole numbers are entered. If a number is entered that is not whole, the value will turn red and a warning will appear above the table.

86. The amounts entered as paid out or repaid will be checked to ensure that they are to no more than two decimal places. If values are entered to more than two decimal places, the value will turn red and a warning will appear above the table.

Table 5

87. Funds used to repay outstanding loans from previous years must be no greater than loans repaid from previous years. If the funds used to repay outstanding loans are greater, a message will appear below the table in validation check 1.

88. It is not expected that the total interest earned in 2000-01 will be greater than 6 per cent of the total funds available for 2000-01 (excluding interest earned). If it is greater, a warning message will appear below the table in validation check 2.

89. The total funds paid to students must match the total payments for Mature Student Bursaries returned in Table 1 plus the total payments for hardship returned in Table 2a(i) plus the total payments for Fee Waivers returned on Table 2b. If they do not, a message will appear below the table in validation check 3.

90. The interest used to defray audit costs, train staff or publicise funds must be less than or equal to the interest earned. If it is greater, a message will appear below the table in validation check 4.

91. All values entered must be to no more than two decimal places. If a value is entered to more than two decimal places, the value will turn red and a message will appear above the table.

Table 6

92. If there are funds remaining, the amount entered to be carried over to 2001-02 must be no greater than 10 per cent of the total available funds. If the amount to be carried forward is greater than 10 per cent of the available funds, a message will appear below the table in validation check 1.

93. If there are funds remaining, the amount to be carried over to 2001-02 must be less than or equal to the funds remaining. If the amount to be carried over is greater than the funds remaining, a message will appear below the table in validation check 2.

94. If there are no funds remaining, or there has been an overspend for 2000-01, the funds to be carried over should be £0. If a value other than £0 is entered, a message will appear below the table in validation check 3.

95. The amount of carry over should be entered to no more than two decimal places. If it is entered to more than two decimal places, the value will turn red and a warning will appear above the table.

96. Institutions should ensure that all validation checks have been passed before returning the workbook. If institutions cannot resolve a validation failure, they should contact us for advice.

On completion

97. On completion, each worksheet should be printed out, and the disk plus the printout should be returned to the address in paragraph 4 above.

Annex C

Sample monitoring return 2000-01

Sample 2000-01 access and hardship monitoring return
Opportunity Bursaries 2001-02 interim return 31 October 2001

Institution:
Code:

Validation: OK

Where the student is from		Number of Opportunity Bursaries initially allocated by HEFCE for 2001-02	Number of students awarded Opportunity Bursaries by 31 October 2001 who are attending this institution in 2001-02*	Funds required to make payments to students in 2001-02 (£)	Adjustment to initial allocation from the Opportunity Bursaries Fund (£)
Excellence in Cities area			0.00	0.00	
Non-Excellence in Cities area	Education Action Zone		0.00	0.00	
	Non-Education Action Zone		0.00	0.00	
Total		0.00	0.00	0.00	0.00

*This includes students who were offered a bursary at this institution and attended this institution plus students who where offered a bursary at a different institution but attended this institution.

HEFCE 01/49 19

28 HEFCE 01/48

Sample 2000-01 Access and Hardship monitoring return
Table 1: Mature Student Bursaries end of year return

Institution: 0
Code: 0

Validation: OK

	Total allocation (first payment plus any top-up minus any funds returned mid-year)	Bursaries awarded (from the Mature Student Bursary Fund or the Hardship/Fee Waiver Funds)		Difference between allocation for and spend on Mature Student Bursaries
		Number of bursaries	Total amount in bursaries (£)	
Total	0.00	0.00	0.00	0.00

Sample 2000-01 Access and Hardship monitoring return

Table 2a: Payments for hardship (excluding payments for part-time Fee Waivers and Mature Student Bursaries)

Institution: 0 **Validation: OK**
Code: 0

Table 2a(i) - Payments for hardship (including payments made as loans)

		Age (years) at time of payment						Total		
		Under 21		21-24		25 and over				
Level	Mode	Number of successful applicants	Payments made (£)	Number of successful applicants	Payments made (£)	Number of successful applicants	Payments made (£)	Number of applicants (successful + unsuccessful)	Number of successful applicants	Payments made (£)
Undergraduate	Full-time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Part-time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Postgraduate	Full-time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Part-time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Further Education	Full-time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Part-time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Table 2a(ii) - Bursary schemes through the Hardship Fund (a subset of the data in the above table and excluding Mature Student Bursaries)

	Number of successful applicants	Payments made (£)
Total	0.00	0.00

Validation checks
1. The total number of applicants (successful + unsuccessful) must be greater than or equal to the total number of successful applicants.
Validation check passed

Sample 2000-01 Access and Hardship monitoring return
Table 2b: Payments for Fee Waivers - part-time undergraduate students only

Institution: 0 **Validation: OK**
Code: 0

Reason for payment	Age (years) at time of payment						Total	
	Under 21		21-24		25 and over			
	Number of successful applicants	Payments made (£)	Number of successful applicants	Payments made (£)	Number of successful applicants	Payments made (£)	Number of successful applicants	Payments made (£)
Job-loss	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Benefits/low income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Sample 2000-01 Access and Hardship monitoring return

Table 3: Reason for payment for hardship (including payments made as loans, excluding payments for part-time Fee Waivers and Mature Student Bursaries)

Institution: 0 **Validation: OK**
Code: 0

	Reason for payment																Total	
	Assistance with disability costs		Child care		Transport		Books and equipment		Non-tuition fees (e g field trips)		Accommodation		Utility costs		Other or unspecified hardship			
	Number of successful applicants	Payments made (£)	Number of successful applicants	Payments made (£)	Number of successful applicants	Payments made (£)	Number of successful applicants	Payments made (£)	Number of successful applicants	Payments made (£)	Number of successful applicants	Payments made (£)	Number of successful applicants	Payments made (£)	Number of successful applicants	Payments made (£)	Number of successful applicants	Payments made (£)
Total	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00

Validation checks
1. The total number of successful applicants must equal the total number of successful applicants returned on Table 2a(i)
Validation check passed

2. The total payments made must equal the total payments made returned on Table 2a(i)
Validation check passed

Sample 2000-01 Access and Hardship monitoring return
Table 4: Loans for repayment

Institution: 0 **Validation: OK**
Code: 0

	Number of successful applicants	Paid out (£)	Repaid within year (£)	Repaid from previous years (£)	Outstanding within year (£)
Loans to students whose loan cheque from the SLC is delayed	0.00	0.00	0.00	0.00	0.00
Other loans	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00

Validation checks

1. The total amount paid out in loans must be less than or equal to the total payments made included in Table 2a(i).
Validation check passed

2. The total number of successful applicants must be less then or equal to the total number of successful applicants made included in Table 2a(i).
Validation check passed

3. The total amount repaid within year must be less than or equal to the amount paid out.
Validation check passed

Sample 2000-01 Access and Hardship monitoring return

Table 5: Periodic information and interest earned (all funds - Hardship Fund, Fee Waiver Fund and Mature Student Bursary Fund)

Institution: **0** **Validation: OK**
Code: **0**

	Source of funds	1 September to 31 December	1 January to 31 March	1 April to 31 August	Total
Available funds for 2000-01	**Add:** Funds allocated by the HEFCE	0.00	0.00	0.00	0.00
	Less: Mature Student Bursaries initial allocation returned mid-year	0.00	0.00	0.00	0.00
	Add: Loans repaid from previous years	0.00	0.00	0.00	0.00
	Add: Funds brought forward from 1999-2000	0.00	0.00	0.00	0.00
	Less: Funds used to repay outstanding loans from previous years*	0.00	0.00	0.00	0.00
	Add: Interest earned	0.00	0.00	0.00	0.00
Funds disbursed during 2000-01	**Add:** Funds paid to students (including those from loans repaid)	0.00	0.00	0.00	0.00
	Add: Interest used to defray audit costs, train staff or publicise funds	0.00	0.00	0.00	0.00
	Less: Loans repaid within year	0.00	0.00	0.00	0.00
Total available funds for 2000-01		0.00	0.00	0.00	0.00
Total funds disbursed during 2000-01		0.00	0.00	0.00	0.00

Note for calculation purposes, loans repaid from previous years and funds brought forward from 1999-2000 have been included in the first payment, Mature Student Bursaries initial allocation returned mid-year is included in the January payment and loans repaid within year are included in the final payment.

* This can be up to a maximum of the loans repaid from previous years.

Validation checks

1. Funds used to repay outstanding loans from previous years must be no greater than the loans repaid from previous years.
Validation check passed

2. The interest earned is not expected to be any greater than 6% of the available funds (excluding interest earned).
Validation check passed

3. Funds paid to students must equal total payments made returned in Table 1, Table 2a(i) and Table 2b.
Validation check passed

4. Interest used to defray audit costs, train staff or publicise funds must be less than or equal to interest earned.
Validation check passed

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Sample 2000-01 Access and Hardship monitoring return
Table 6: Summary

Institution: 0 **Validation: OK**
Code: 0

	Hardship Fund	Mature Student Bursaries Fund	Fee Waiver Fund	Total	Total as percentage of available funds
Add: Funds allocated in 2000-01	0.00	0.00	0.00	0.00	
Add: Funds brought forward from 1999-2000	0.00	-	-	0.00	
Add: Interest earned during 2000-01	0.00	-	-	0.00	
Add: Loans repaid (from previous years)	0.00	-	-	0.00	
Less: Mature bursaries initial allocation returned mid-year	-	0.00	-	0.00	
Less: Funds used to repay outstanding loans from previous years	0.00	-	-	0.00	0.00
Less: Funds disbursed (including those from loans repaid)	0.00	0.00	0.00	0.00	
Add: Loans repaid (within year)	0.00	-	-	0.00	0.00
Total funds remaining	0.00	0.00	0.00	0.00	0.00
Funds HEI wishes to carry over to 2001-02*				0.00	0.00
Funds to be reclaimed by HEFCE**				0.00	0.00

*This must be no greater than 10% of the total income for 2000-01 (funds allocated + funds brought forward + interest earned + loans repaid from previous years - Mature Student Bursaries initial allocation returned mid-year - funds used to repay outstanding loans from previous years).

**Note that funds to be reclaimed will be reclaimed by HEFCE from the 2001-02 allocation in the January 2002 payment.

Note that for calculation purposes, funds brought forward from the previous year, loans repaid from the previous year, funds used to repay outstanding loans from previous years and interest earned are assumed to be part of the Hardship Fund.

Validation checks
1. Where there are funds remaining, the funds to be carried over to 2001-02 must be no greater than 10% of the total available funds.
Validation check passed

2. Where there are funds remaining, the funds to be carried over to 2001-02 must be less than or equal to the total funds remaining.
Validation check passed

3. If there is less than £0 remaining, the funds to be carried over should equal £0.
Validation check passed

Please fill in the following for the person to contact with any queries about the return:

	Contact 1	Contact 2 (optional)
Contact name:		
Contact telephone number:		
Contact e-mail:		

Instructions for the signing-off process can be found at Annex B of circular letter 01/, 'Guidance on completing the monitoring return 2000-01', paragraphs 9 to 12.**

Note that, this year, the return does not need to be signed-off for return on 7 November. After HEFCE receive the return, verify it and any necessary changes have been made, it will be sent back to the contact above and the Director of Finance (or a senior member of the management team) will be required to sign the return off.

Sample 2000-01 Access and Hardship monitoring return

Validation

Mature Student Bursary Fund allocation 2000-01	Mature Student Bursaries initial allocation returned mid-year 2000-01	Hardship Fund allocation 2000-01	Fee Waiver Fund allocation 2000-01	Hardship Fund September 2000 payment	Hardship Fund January 2001 payment	Hardship Fund March 2001 payment	Carry forward from 1999-2000	Opportunity Bursary initital allocation for 2001-02
0	0	0	0	0	0	0	0	0

The information contained in this worksheet is for use in the other worksheets only.

Annex D

HEFCE allocation method for Hardship/Bursary funding 2001-02

1. The £66.6 million Hardship/Bursary Fund available for English HEIs for 2001-02 was allocated between institutions pro rata to the weighted full-time equivalent (FTE) of eligible students. We have not split the fund into separate amounts for each level for 2001-02. This is because the weights used in the model have been calculated to reflect the way that the money is spent at each level. The method is described in more detail below.

2. We used the HESA 1999-2000 student record to allocate the funds between institutions, which is the most recent available data. We extracted eligible students from the HESA record and categorised them by level of study, mode of study, age group and affluence group. There are three age groups and two affluence groups. These are:

a. Age group:

- young – under 21
- young mature – 21 to 24
- mature – 25 or above.

Age was taken to be the student's age at 1 August 1999.

b. Affluence group:

- poor neighbourhood – where, according to geodemographic classifiers based on postcode, the student comes from an area with a lower than average participation rate in higher education
- other neighbourhood – where the student is not classified as coming from a poor neighbourhood.

3. We gave a weight to each category of student. The weights for the 2001-02 allocation are different to those used for the 2000-01 allocation (see Appendix 3 of HEFCE 00/28); the new weights better reflect the way the money was actually spent in each category, as reported on the 1999-2000 monitoring return in November 2000 (HEFCE circular letter 20/00). For example, mature students are more likely to apply for a payment from the Hardship/Bursary Fund than young students and the payment is likely to be greater, so, based on the data, we gave them a greater weight than young students. The table below presents the weighting for all categories of student.

4. We gave further education students who were 16 to 18 years old half the weight of other 'young' further education students under 21.

5. We calculated the total FTE in each category of student and multiplied it by the weight for that category. We summed this across categories to derive a weighted FTE for each institution.

6. We calculated the total weighted FTE for all institutions. We then calculated the rate per weighted FTE by dividing the available money by the total weighted FTE. We calculated the allocation for each institution by multiplying its weighted FTE by the rate per weighted FTE. Paragraph 9 below shows an example of how an allocation is calculated.

7. Allocations were then compared to the minimum allocation published in HEFCE 01/15. Where the actual allocation was less than the published minimum allocation, the actual allocation was set to equal the minimum allocation. The remaining funds were then reallocated among those institutions

		Full-time			Part-time		
		Mature	Young mature	Young	Mature	Young mature	Young
Undergraduate	Poor	15	4.5	1	1	1	1
	Other	7.5	2.25	0.5	0.5	0.5	0.5
Postgraduate	Poor	5	3	1	1	1	1
	Other	2.5	1.5	0.5	0.5	0.5	0.5
Further education	Poor	15	4.5	1	1	1	1
	Other	7.5	2.25	0.5	0.5	0.5	0.5

whose allocation was greater than the published minimum allocation. This is done to ensure that institutions get no less than 90 per cent of the combined Hardship and Mature Student Bursary Funds they received in 2000-01 (not including any allocations from funds recycled from previous years).

8. The following totals were allocated to each level of study:

- £982,286 for further education students in HEIs
- £58,132,286 for undergraduate students
- £7,528,429 for postgraduate students.

The allocations in Annex A are displayed by level of study; however, this split between levels of study is for information only and institutions can vire between them.

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Example

9. An institution has the following numbers of students:

Level	Mode	Age group	Affluence group	Number	FTE
Undergraduate	Full-time	Mature	Other	130	130
			Poor	75	75
		Young mature	Other	70	70
			Poor	55	55
		Young	Other	285	285
			Poor	195	195
	Part-time	Mature	Other	85	45
			Poor	70	40
		Young mature	Other	30	20
			Poor	25	15
		Young	Other	9	4
			Poor	5	3

10. The allocation for the institution would be calculated as follows:

- weighted sum of all full-time equivalents = $(7.5 \times 130) + (15 \times 75) + (2.25 \times 70) + (4.5 \times 55) + (0.5 \times 285) + 195 + (0.5 \times 45) + 40 + (0.5 \times 20) + 15 + (0.5 \times 4) + 3 = 2,935$
- total weighted FTE across all institutions = 2,036,500
- total money available = £66,643,000
- rate per weighted FTE = £66,643,000 ÷ 2,036,500 = £32.72.

Therefore the allocation for this institution is 2,935 × £32.72 = £96,033.

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